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Personnel

AFMC PRODUCT SUPPORT AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction in part implements AFMCPD 36-1, *AFMC Organizational and Team Quality Awards*. This guidance prescribes the objectives and criteria for the AFMC Product Management Awards. It gives procedures for eligibility, nomination, selection, and approval of these awards. It applies to military and civilian system program director (SPD) and product group manager (PGM) organizations assigned to AFMC field units.

Apart from AFMCPD 36-1 cited above, this guidance also prescribes the objectives and criteria for the AFMC Product Support Recognition Award. This award applies to military, civilians, and IPTs assigned to AFMC headquarters and field units. It does not apply to the Air National Guard or to the United States Air Force Reserves units and members.

SUMMARY OF REVISIONS

This instruction has been thoroughly revised and should be completely reviewed. For the AFMC Product Management Awards, this revision provides updated information regarding nomination procedures, nomination form, formats, criteria, and selection procedures; also, the Materiel Group Manager category of the Dau Award has been eliminated. Additionally, this revision establishes the new AFMC Product Support Recognition Award, to include nomination and selection procedures.

Section A—AFMC Product Management Awards

1. Awards Objectives:

1.1. These awards recognize an organization's leadership, innovation, and achievements that result in marked program success. This success must include, in the spirit of integrated weapon system management (IWSM), outstanding efforts to improve cradle-to-grave customer support.

1.2. The award is given annually, in each of four categories, to the program team that demonstrates superior program management and whose efforts greatly benefit the interests of AFMC, the Air Force, and the United States.

2. Description of the Award.

2.1. There are three awards. SPD organizations are eligible for the Schriever Award, while PGM organizations are eligible for the Dau Award. Both SPD and PGM organizations are eligible for the Pollution Prevention Award. The Schriever Award has a category for major programs (Program Executive Officer [PEO]) and a category for less than major programs (Designated Acquisition Commander [DAC]). The Dau Award applies to PGM organizations. "Organization" refers to an IWSM product management team which can span multiple AFMC centers.

2.2. Recipients of each award receive a pyramid-shaped trophy and certificate/citation.

2.3. HQ AFMC/DR maintains the large trophies, engraved with the name of the award, on permanent display at HQ AFMC and displayed at the Single Managers Conferences.

3. Origin of the Awards:

3.1. General Bernard A. Schriever Award: Named for General Schriever, an outstanding program manager who became the first commander of the Air Force Systems Command.

3.2. Major General Frederick J. Dau Award: Established through a gift from Mrs. Dau in memory of her husband, an Air Force pioneer in supply systems and logistics management.

3.3. Pollution Prevention Award: Established by HQ AFMC/DR in 1996 in response to the command's emphasis on pollution prevention.

4. Awards Eligibility and Period of Performance. These awards support the IWSM philosophy, and all programs in the merged Acquisition/Fielded Systems Portfolio (formerly program master list [PML]) are eligible. Achievements meriting nomination must have occurred within the period of time specified in the letter calling for nominations (usually the fiscal year).

5. Call for Nominations: HQ AFMC/DR will make a call for nominations that includes award criteria, nomination package format, and submission instructions, approximately 2 months prior to the nomination due date.

6. Nomination Procedures:

6.1. Each AFMC center commander and each PEO may submit one nomination for each category: Schriever Award (PEO and DAC categories), Dau Award, and Pollution Prevention Award.

6.2. Prepare nominations based on the criteria and format specified by the call for nominations. AFMCPD 36-1 designates Air Force quality-based criteria as the criteria of choice for all AFMC organizational and team quality awards. The Quality Air Force (QAF) criteria are used to form the basis for all AFMC organizational and functional awards. The criteria for the AFMC Product Management Awards are based on the QAF criteria.

6.3. Submit nomination packages according to instructions provided in the call for nominations. Classified nomination packages are not acceptable.

7. Selection Procedures. HQ AFMC/DR will select a board composed of senior officials from AFMC for the Schriever and Dau Awards. The HQ AFMC Pollution Prevention IPT will review the Pollution Prevention Award nominations. These boards will recommend to HQ AFMC/DR the best organizations for selection, and HQ AFMC/DR will provide a final selection package to the AFMC Commander. The commander will make the final decision.

8. Awards Presentation. Awards will be presented at the Fall Single Managers Conference, with certificates provided to the representatives of each winning program. The commander (or designated representative) will present the awards to the winners, normally at a banquet or luncheon held in conjunction with the conference. Ample notification of time and place of presentation will be given to the appropriate center commanders, PEOs, and award nominees. If awards cannot be presented at the Fall Single Managers Conference, other arrangements will be announced.

Section B—AFMC Product Support Recognition Award

9. Award Objectives:

9.1. This award is given at the discretion of the headquarters or center Product Support Business Area (PSBA) Chief Operating Officers (COO) in recognition of military, civilians, or IPTs demonstrating exemplary leadership, innovation, and/or achievements in support of PSBA.

9.2. A primary objective of this award is to provide quick turn, real-time recognition of exemplary achievements.

10. Description of the Award: As stated above, this award is given at the discretion of the headquarters or center PSBA COO. Recipients of this award receive a PSBA coin. (Design of the coin is approved by the headquarters PSBA COO [HQ AFMC/DR Director].)

11. Origin of the Award: This award was established by the headquarters PSBA COO (HQ AFMC/DR Director) to provide recognition of superior individual or team accomplishments throughout the business area.

12. Awards Eligibility and Period of Performance:

12.1. Military, civilians, and IPTs assigned or providing support to the AFMC Product Support Business Area are eligible to receive this award.

12.2. Achievements meriting nomination must have occurred or concluded within 30 days of nomination submission to the COO. Actual period of performance to merit recognition should not exceed 1 year.

13. Nomination Procedures:

13.1. As previously stated, this award is intended to provide timely recognition of individuals and/or teams displaying superior accomplishments. To that end, formalized and time-consuming nomination, review, and selection procedures should be avoided. Informal nomination procedures are encouraged. (Ex: single-page narrative or email submitted directly to COO.)

13.2. Nominations should be submitted soon after the accomplishment in order to provide timely recognition. There is no limit on the number of nominations or number of awards presented. This is solely at the discretion of the headquarters and center PSBA COOs.

13.3. Center-specific instructions/procedures will be at the discretion of the center PSBA COOs.

14. Selection Procedures: Individual COOs will select those nominations meriting recognition within their organizations. Again, formalized, time-consuming procedures are discouraged in order to provide timely recognition of PSBA personnel.

15. Awards Presentation: Awards will be presented in a timely manner in a means determined by the COO. (Ex: Commander's Calls, SPO Calls, and/or on-the-spot presentation.)

ROBERT P. BONGIOVI, Major General, USAF
Director, Requirements

Attachment 1
NOMINATION FORM
AFMC PRODUCT MANAGEMENT AWARD

CATEGORY:

- ☐ *Schriever Award, PEO SPD Category*
- ☐ *Schriever Award, DAC SPD Category*
- ☐ *Dau Award*
- ☐ *Pollution Prevention Award*

PERIOD COVERED:

PORTFOLIO SYSTEM NUMBER:

PROGRAM NAME:

Single Manager:

Address:

Telephone (DSN):

FAX:

NOMINATION PACKAGE:

POC:

Phone Number:

Attachment 2**NARRATIVE JUSTIFICATION**

The narrative justification should not exceed four pages. Address each of the seven areas below using a bullet format. See awards criteria for additional explanation of each area. Specific formatting instructions are given below.

- A. Leadership:
- B. Information and analysis:
- C. Strategic planning:
- D. Human resource development and management:
- E. Management of process quality:
- F. Quality and operational results:
- G. Customer focus and satisfaction:

SPECIFIC FORMAT INSTRUCTIONS:

1. Use Times font, 12 point, for the narrative justification.
2. Use a 1-inch margin--top, bottom, left, right.
3. All lines must be double spaced, including bullets that exceed one line in length.
4. All charts and graphics must be included within the four-page limit.

Attachment 3

**(EXAMPLE CITATION; LANDSCAPE OR PORTRAIT IS ACCEPTABLE; LIMIT BODY TO
14 LINES)**

**CITATION TO ACCOMPANY THE
GENERAL BERNARD A. SCHRIEVER AWARD [OR]
MAJ GEN FREDERICK J. DAU AWARD
FOR OUTSTANDING PRODUCT MANAGEMENT**

The Air Force Materiel Command *[name of group]* is hereby awarded the *[Schriever or Dau]* Award for Fiscal Year 20** for outstanding and significant contributions toward the implementation of Integrated Weapon Systems Management. *[Description of accomplishment.]* The outstanding leadership and distinctive accomplishments of the *[name of group]* reflect great credit upon the Air Force Materiel Command and the United States Air Force.

Attachment 4

AFMC PRODUCT MANAGEMENT AWARDS

Schriever and Dau Award Criteria

Table A4.1.

DAU AND SCHRIEVER AWARD CRITERIA ITEMS	POINTS
1. Leadership. Explain how the organization's customer focus and quality values are integrated into the day-to-day leadership, management, and supervision within the organization.	100
2. Information and Analysis. Explain the organization's data and information used for planning, day-to-day management, and evaluation of organizational quality and operational performance. Also, explain how data and information are managed to ensure reliability, timeliness, and rapid access.	75
3. Strategic Planning. Explain the organization's strategic planning process for customer satisfaction and overall operational performance improvement. Include how this process integrates organizational quality and operational performance requirements and how plans are communicated.	75
4. Human Resource Development and Management. Explain how the organization's overall human resource plans and practices are integrated with its overall organizational quality and operational performance goals and plans, and fully address the development needs of the entire work force.	125
5. Management of Process Quality. Explain how new and/or improved products and services are designed and introduced and how processes are designed to meet key product and service quality requirements and organization operational performance requirements.	125
6. Quality and Operational Results. Explain trends in quality and performance levels for key product and service features; compare the organization's current quality levels with those of similar organizations and/or appropriate benchmarks. <i>Also, explain how the organization reduced the total ownership cost of its system(s) and quantify the savings.</i>	250
7. Customer Focus and Satisfaction. Explain how the organization determines near-term and long-term requirements and expectations of customers.	250
TOTAL POINTS	1000

Attachment 5

AFMC PRODUCT MANAGEMENT AWARDS

Pollution Prevention Award Criteria

Table A5.1.

POLLUTION PREVENTION AWARD CRITERIA ITEMS	POINTS
1. Meeting pollution prevention (PP) requirements identified by customers. Describe how well the SM is meeting the PP requirements identified by the user, MOBs, and depots.	200
2. Exceeding AF policy metric requirements. Explain how your metrics support your claim of excellence in PP elimination and reduction. Explain how your progress compares to your goals.	100
3. Teaming in PP initiatives. Describe your work with counterparts in developing PP initiatives. Teaming considerations include contractors, other SMs, customers (including installation operations and depots), and other service organizations (Army, Navy, DLA, etc.). Explain the great strides you have accomplished with these teaming arrangements and how they are helping you meet your customers' expectations. Describe some positive results of these actions.	100
4. Incorporating environmental analysis into the acquisition decision-making process. Explain how you use environmental analysis processes (e.g., life cycle cost analysis in material and process decision and decisions based on NEPA and PEA documentation) in acquisition decision-making.	100
5. Reduction or elimination of ODS and HAZMAT use. Explain how and when you research and implement qualified alternatives once ODSs and HAZMATs are identified for elimination or substitution. Show quantifiable results and/or impacts with regard to your program.	200
6. Facilitating cross flow communication and disseminating joint solutions. Explain how you disseminate PP information, lessons learned, and alternative test data to other AF and joint service arenas once alternative materials and processes are identified.	200
7. Promoting PP awareness to weapon system stakeholders. Explain what you have done to promote PP to the user, contractor, and tester and educate program office personnel in PP awareness for their daily activities. Explain how this awareness has affected your program's priority of PP.	100
TOTAL POINTS	1000